

**City of Castleford
Council Meeting
January 6, 2021**

Meeting was called to order at 7:00 pm by Mayor Dan Howard. Those in attendance were as follows
Cliff Lockhart, Dan Howard, Roxanne Stiegemeier, Justin Clark, and Melissa Inchausti.

Public: Timmy Fabela, Victor Keen

- * Melissa Inchausti established a quorum of the City Council.
- * Minutes from the December 9th, 2020 meeting approved
- * Minutes from the December 21st, 2020 meeting approved

Old Business:

- * **Water Tank Cleaning:** Victor Keen stated that we can put this off until after spring.
- * **25 HP Booster for pump-** Victor is still getting estimates
- * **Backup Clerk-** Backup clerk not needed at this time
- * **Men's Club Auction Cancelled-** Recognized

New Business:

- * **Swear in new council member:** Cliff Lockhart was sworn in by Mayor Dan Howard and Clerk Melissa Inchausti
- * **Flag Pole Brackets:** Discussed design Justin motioned to buy the brackets and Cliff Lockhart 2nd, Vote Justin-Yes, Pansy-Yes, Roxanne-Yes, Cliff-Yes, Motion passed.
- * **Office Printer:** Office printer isn't holding up to printing needs. Discussed printer options. Justin motioned to buy the Cannon Laser printer, Cliff 2nd, Vote Justin-Yes, Pansy-Yes, Roxanne-Yes, Cliff-Yes, Motion passed.
- * **Old Office Printer:** Old printer options, Cliff motioned to keep the old printer in the public computer station for public to use with charges for printing, Pansy 2nd, Vote Justin-Yes, Pansy-Yes, Roxanne-Yes, Cliff-Yes, Motion passed.
- * **Hiring of backup clerk:** Pansy motioned to table this for later date, Roxanne 2nd, Vote Justin-Yes, Pansy-Yes, Roxanne-Yes, Cliff-Yes, Motion passed.
- * **Condemn Building on Main by King & Harts:** Discussed that we would like to condemn the building. Asked clerk to contact city attorney to acquire steps for condemnation.
- * **Bank Account and other institutions update for signers:** Discussed the accounts and what our options are. The savings account will be kept, looking into investment options for the city. Clerk will be getting some information on a fund to invest in. Pansy motioned that Melissa Inchausti and Dan Howard be signers on any and all accounts at Farmers Bank and other locations for the City of Castleford and Melissa to have a debit card for the checking account at Farmers Bank, and savings account at Farmers Bank to be updated to only have Dan Howard and Melissa Inchausti as signers and remove all others on the savings account, Roxanne 2nd, Vote Justin-Yes, Pansy-Yes, Roxanne-Yes, Cliff-Yes, Motion passed.
Cliff motioned that Susana Runyan be removed from all the bank accounts and all other institutions pertaining to the City of Castleford, and add Melissa Inchausti as primary contact, Pansy 2nd, Vote Justin-Yes, Pansy-Yes, Roxanne-Yes, Cliff-Yes, Motion passed.
- * **Square Fees for accepting credit cards:** Discussed the cost and would like to research for a better possible rate.
- * **Notary application for clerk:** Pansy motions for clerk Melissa Inchausti to get notary through the State of Idaho and the city to pay for it, Cliff 2nd, Vote Justin-Yes, Pansy-Yes, Roxanne-Yes, Cliff-Yes, Motion passed.
- * **Notification for late payment:** Pansy moved to give notification for late payment and shutoff by way of door tags, Cliff 2nd, Vote Justin-Yes, Pansy-Yes, Roxanne-Yes, Cliff-Yes, Motion passed.
- * **Duties of Mayor, Council, Clerk:** Went over the print outs of duties
- * **Review meeting protocols with Clerk:** Discussed having the clerk only give opinion if asked

- * **Canvas Displays in City Hall:** Pansy showed the canvas for an example for the pictures we are wanting in the city hall. Discussed a possible photo contest for getting some pictures for the city hall. Melissa will research what we would need to do and Pansy and Roxanne noted that they would post on the Castleford Chat requesting pictures from the public.
- * **Develop a Comprehensive plan:** Need to get a committee together to put a comprehensive plan together so that we can have one. Tabled for next meeting.
- * **Status of attorney rewrite of last ordinance:** Follow up with attorney for planning and zoning options for main street and previous ordinance and license for street use. Up-dated to state that I have yet to get in contact with the attorney.
- * **Castleford School Board approved gift of wooden benches:** Recognized
- * **Discuss or assign committee to research community assist projects or events i.e. are classes, computer, etc:** Discussed the usage of the city hall for these projects and the door to the conference room on to protect the files and storage of the privacy of the office. School is working on being able to get us a computer for use for the public in the city hall. Possible quarterly classes. Talked about using the back door of the conference room for entry.
- * **Non agenda item:** Safety procedures- we need to look into safety procedures.

Public Comment:

- * **None**

Financial Statement:

- * Up-dated financial statement will be ready for next meeting, up-dated on audit.

Adjournment:

- * Pansy made the motion to adjourn the meeting, Cliff Lockhart 2nd, meeting called at 8:22 pm.

Melissa Inchausti

Approved on